

## Editing in Wikispaces

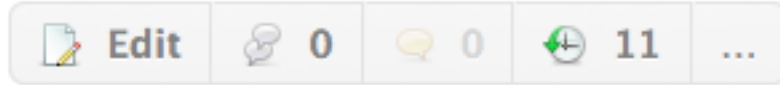
### The Basics:

Log in to Wikispaces

Click on the Wiki Controls Button in the upper right corner



Click Edit on the Control Bar



You can now put your cursor on the wiki page and start typing.

Use the Page Editor to format your text and add additional information. Be sure you save your work.



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### More Details:

Editing a page in Wikispaces is a lot like using a simple word processor — you don't need to know any special markup languages or wikitext. Use the **bold**, *italic*, and underline buttons for simple formatting, or use the **Color and Style Editor** button to change your text's size, color, font, and more.

### Setting a heading

1. Highlight the text that you want to make into a heading.
2. Select the level of heading from the dropdown list in the editor bar.

### Adding a link

#### Link to an existing page in the current wiki:

1. Highlight the text or image that you would like to make into a link.
2. Select the **Link** icon from the editor toolbar.
3. If there already is a page in your wiki named with the highlighted text, you will see the green check-mark in the **Page Name** field. If this is not the case, start typing the name of the page you would like to link to into the **Page Name** field. You can either type the full name or choose it from the dropdown.
4. Click the **Add Link** button.
5. Save the wiki page.

#### Create a new page in the current wiki:

1. Highlight the text or image that you would like to make into a link.
2. Select the **Link** icon from the editor toolbar.
3. Type the name of the new page into the **Page Name** field.
4. Click the **Add Link** button.
5. Save the wiki page.

6. Follow the link and begin editing the new page.

### **Link to another Web site:**

1. Highlight the text or image that you would like to make into a link.
2. Select the **Link** icon from the editor toolbar.
3. Select the **External Link** tab.
4. Type or paste the URL into the **Address** field.
5. Click the **Add Link** button.
6. Save the wiki page.

### **Adding an image**

1. Place the cursor where you would like the image to appear.
2. Select the **File** icon from the editor toolbar.
3. Click the **Upload Files** button.
4. Page through your files, search by file name, or sort by tag.
5. Click on the image to place it on the page.
6. Click on the image to get the **File Properties** popup, and adjust the alignment and size of your image, or add a caption.
7. Save the wiki page.

### **Adding a file**

1. Place the cursor where you would like the link to your file to appear.
2. Select the **File** icon from the editor toolbar.
3. **Upload Files.**
4. Page through your files, search by file name, or sort by tag.
5. Click on the file to place it on the page. Images, videos, and audio clips can be embedded directly into the page. For other file types — including PDFs, Word docs, Excel spreadsheets, and PowerPoint presentations — the **Embed File** option will place a link to the file on the page.
6. Save the wiki page.

### **Embedding a video from another site**

1. Place the cursor where you would like the video to appear.
2. Select the **Widget** icon from the editor toolbar.
3. In the **Widgets** tool, select **Video** from the side menu and choose your video service or click Other.
4. In a separate browser window or tab, navigate to your video. Look for something that says “Embed” (or maybe “Share”), followed by a piece of code. Copy this code.
5. Back on your wiki page, paste the copied code into the field in the Widget tool. Hit **Save**.
6. Click on the embedded widget (in editor mode, it will be a blue square) to get the **Widget Properties** popup, and adjust the alignment and size of your video.
7. Save the wiki page.